

**EXECUTIVE OFFICE OF EDUCATION**  
**STEM Advisory Council**

**Grants to Expand Access to High-Quality  
STEM Curricula**

**FISCAL YEAR 2020/2021**



**GUIDANCE FOR APPLICANTS**  
**MAY 2019**

## **I. OVERVIEW**

### **PURPOSE OF THE COMPETITIVE GRANT PROGRAM**

The purpose of these grants is to increase access to evidence-based and highly engaging STEM curricula in the Commonwealth's schools.

The intended outcomes of this competitive grant are to increase rigor of STEM-related curricula and to engage more students, particularly in schools with high concentrations of low-income and historically disadvantaged student populations, in hands-on STEM-focused learning with real-world application throughout their PK-12 and post-secondary experience. This curriculum should aid in ultimately leading students into relevant, engaging, and rewarding career pathways.

Additionally, through the adoption of this STEM-focused curricula, the necessary teachers implementing this curriculum must receive professional development/training and ongoing support to inform effective implementation.

Non-profit organizations are eligible to apply for this grant.

Grant applicants will:

- Identify the STEM-related curriculum for adoption and outline initial and ongoing professional development for teachers that will be supported through the grant;
- Provide evidence of curriculum's impact on student learning, especially with regard to student populations that tend to be under-represented in STEM fields;
- Provide a list of school districts, including charter schools or non-profit charter schools if applicable, that have expressed interest in adopting the curricula and whose adoption could be supported through grant funding;
  - Priority will be given to those applicants who are working with districts or charter schools planning to include new or expanded courses or STEM activities as part of early college pathways, innovation pathways, and/or vocational technical programs.
- Outline capacity to organize and lead a competitive grant process to select participating schools for curriculum implementation and professional development;
- Include a community of practice across district and school participants;
- Demonstrate support through private matching funds at least equal to the amount of grant funding requested, and
- Demonstrate alignment of curriculum to the Massachusetts Science and Technology/Engineering or Digital Literacy and Computer Science Frameworks

Grant applicants may also work in collaboration with other education-related partners.

### **FUNDING AND ELIGIBILITY**

Up to \$600,000 is available, inclusive of \$300,000 in operating costs and \$300,000 in capital costs, for one or more grant awards that will run from July 1, 2019 through August 31, 2021. Operating cost requests per applicant must not exceed \$250,000. The number of competitive grants awarded will depend on the quantity and quality of the proposals submitted. The total amount awarded per grant will be based on the cost of the curriculum and training proposed. Please note that all capital costs will be dispersed on a reimbursement cycle. Grantees may be considered for an additional two years of funding contingent on performance. All funding is subject to annual appropriations.

Non-profit organizations (defined as an organization with 501(c)3 status with the IRS) are eligible for this grant.

Priority will be given to applications with the following:

- Applicants with commitments from interested district or school leaders who are:
  - Interested in implementing an integrated STEM curriculum spanning grade levels K-12, K-8, or 6-12;
  - Planning to incorporate grant-funded STEM curriculum and/or activities into a planned or designated Innovation Pathway or Early College program;
  - Committed to using matching funds, with at least a ratio of 3:1 state dollars to local dollars, from the district or charter school to provide professional development to a second or third teacher in the relevant subject, purchase additional equipment, etc.
- Applicants with the ability to disburse the majority of funding to directly support participating schools
- Applicants who, if applicable, are willing to submit the STEM-focused curriculum to the Department of Elementary and Secondary Education's CURATE program for review.

Budget and funding:

1. Applicants should submit a budget for fiscal years 2020 and 2021. For the Commonwealth's Fiscal Year 2020, grantee should propose budget from the date of award to 06/30/2020. For the Commonwealth's Fiscal Year 2021, to allow for expenditures over the summer months, applicants should propose a budget from 7/1/2020 to 8/31/2020. All goods and services proposed in each fiscal year budget must be delivered within the same fiscal year.
2. Applicant's requested funding must clearly articulate award levels on a per-school basis, if applicable, itemized by operational versus capital costs. Requested funding must include all organization expenses, including staff time, etc.

## DEADLINES

### ▪ Submission of Grant Proposal

*Grant proposals must be submitted via email and hard copy. The deadline for email submissions is **Friday, June 7<sup>th</sup> at 5:00 p.m.** Proposals should be mailed to the email address below. Additionally, one (1) hard copy of the grant proposal,*

*including original signatures on all memoranda of understanding – must be received by **Wednesday, June 12<sup>th</sup> at 5 p.m.** at the address below.*

**Electronic Copy:** *An electronic copy of the full grant proposal must be submitted by e-mail to [alexis.lian@mass.gov](mailto:alexis.lian@mass.gov) by 5:00 p.m. ET on Friday, June 7<sup>th</sup>. No later than 24 business hours after submission, applicants will receive an email acknowledging receipt of grant proposal.*

**Hard Copy:** *One (1) hard copy of the grant proposal, including commitment letters and/or memoranda of understanding with original signatures, must be received by 5:00 p.m. ET on Wednesday, June 12<sup>th</sup>, 2019 at the address below:*

Alexis Lian  
Executive Office of Education  
One Ashburton Place, Room 1403  
Boston, MA 02108

The proposal must use the application template provided in the grant Request for Proposal (RFP) which includes the following:

- o A completed cover sheet template
- o A narrative with completed responses to the four sections described in the Section II of the Guidance;
- o FY2020 (July 1, 2019 – June 30, 2020) and FY2021 (July 1, 2020 -August 31, 2020) Budget Workbook (*STEM Curriculum Budget Template*);
- o FY2020 and FY2021 Standard Contract Form and Application for Program Grants.

## **PRIMARY CONTACT**

- Alexis Lian, Staff Director of STEM Advisory Council, Executive Office of Education  
[alexis.lian@mass.gov](mailto:alexis.lian@mass.gov); (617) 979-8348

## II. INSTRUCTIONS FOR THE PROPOSAL NARRATIVE

Applicants must submit a proposal that includes the following sections with a maximum of 10 pages (*not-inclusive of the cover page and budget templates*) with no smaller than 11-point font.

- **Cover Page:** Please complete Cover Sheet template.

- **Section I: Proposed STEM-Focused Curriculum**

In a narrative section, applicants should provide detailed information about the proposed hands-on, project-based STEM-focused curriculum and why that curriculum makes sense for adoption. Applicants should provide detailed information on the school selection process and implementation timeline for this curriculum roll out and scaling plan.

Applicants should include data or other evidence demonstrating the efficacy of the curriculum in accelerating and deepening student learning, especially among low-income, high-need student populations.

In this section, the applicant should also provide evidence of prior implementation of the curriculum, prior evidence of academic growth and successes, and evidence of the potential for scale. The applicant should provide detail on its strategy around STEM education and how the addition of the new curriculum is related to that strategy. If applicable, the applicant should also note how the courses will relate to career or work-based learning opportunities for students.

The applicant should provide a list of other state grants they have received inclusive of, but not limited to, Skills Capital Grants, Mass Life Science Center grants, MA Clean Energy Center grants, and Community Compact grants.

If applicable, applicants should state their willingness to submit the STEM-focused curriculum to the Department of Elementary and Secondary Education's CURATE curriculum review program for analysis.

- **Section II: Projected Goals and Outcomes**

Applicants seeking to implement curriculum in schools must describe the rationale for each of their school partnerships and/or number of districts, with information on the STEM-focused offerings at each school, current class size and capacity for expanding those courses to more students, and the potential under-represented student populations in those courses. Applicants must demonstrate the ability to evaluate programmatic successes and student academic growth beyond student and teacher participation in the curriculum and/or training.

Applicants must also detail projected outcomes for each partnering school, including a projected number of students from under-represented populations who will enroll in courses utilizing the curriculum.

- **Section III: Connections to College and Career Pathways**

In collaboration with partnering schools, applicants must describe how the proposed partnership would complement or supplement existing efforts in the school, district, or community to increase the participation of under-represented student populations in rigorous STEM courses. If applicable, the applicant should include how strengthening or aligning to the school/district's Innovation Pathway, Early College, or Chapter 74 program participation will integrate with the STEM-focused curriculum towards college matriculation and/or credentialing in a STEM field.

- **Section IV: Community of Practice**

In this section, applicants should outline both past experiences and future plans to develop a community of practice among participating schools and how the applicant will build that network, including, but not limited to, methods to share best practices among participants.

- **Section V: Staffing and Management**

Applicants must identify past experiences of managing the administration and implementation of similar projects.

For any confirmed partners, applicants must identify the individual(s) who will be the organization's lead at each school/district/network. If confirmed, the proposal should also identify who the school's lead for working with the organization will be to implement its strategies.

Résumés or CVs for lead contacts or other key staff in the applicant organization may be included as appendices.

- **Section VI: Capacity and Sustainability**

As noted earlier, applicants must outline how their work with curriculum implementation, professional development and the community of practice will continue after the conclusion of the grant.

- **Section V: Additional Information**

Applicants may include additional relevant information that is not included in the previous sections of the proposal narrative.

### **III. INSTRUCTIONS FOR THE BUDGET AND NARRATIVE**

Applicants must submit two budgets using the templates provided with proposed expenditures for FY20 (July 1, 2019 – June 30, 2020) and FY21 (July 1, 2020 – August 31, 2020) as well as a detailed narrative that connects all expenditures to the program design and operation.

Additionally, applicants should outline any match funding to support this work from other sources, including philanthropy, districts, and charter management organizations.

**IV. ANTICIPATED TIMELINE**

Due date for grant proposals	Friday, June 7 <sup>th</sup> , 2019 at 5 p.m. ET ( <i>emailed copy</i> ) Wednesday, June 12 <sup>th</sup> , 2019 at 5 p.m. ET ( <i>hard copy</i> )
Expected Notification Date	On or before Monday, June 24 <sup>th</sup> , 2019
Anticipated Grant Date	July 1 <sup>st</sup> , 2019 – August 31 <sup>st</sup> , 2020
Reports Due	Mid-Grant Report Due December 31 <sup>st</sup> , 2019 Final Grant Report Due September 1 <sup>st</sup> , 2020